ROSSLARE

Software Installation and User's Guide

AC-015

InteliDoor
Smart Access Control

03/02

Copyright

©2000 Rosslare. All rights reserved. Rosslare, the Rosslare logo, and the Rosslare products referred to herein are either the trademarks or registered to the trademarks of Rosslare, All other trademarks are the property of their respective owners.

Part Number: 5501-001037-00 / 8A-xxx-xx Rev A

Software License Agreement. ROSSLARE IS WILLING TO LICENSE THE ENCLOSED SOFTWARE ONLY ON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS LICENSE AGREEMENT. This is a legal agreement between you (either the individual or the end-user or an entity) and Rosslare. By opening this software package, you are agreeing to be bound by the terms and conditions of this Agreement. If you do not agree to the terms of this Agreement, promptly return the software package and other items that are part of this product in their original package with your payment receipt to your point of purchase for a full refund.

Grant of License. Rosslare and its suppliers grant you a nonexclusive license to use one copy of the enclosed software program ("Software") on one computer with the Rosslare product you have purchased. No other rights are granted. The software is in use if it is loaded on the computer's permanent or temporary memory. For backup purposes only you may make one copy of the Software. You must include on the backup copy all copyright and other notices included on the Software as supplied by Rosslare.

Installation on a Network server for the sole purpose of your internal distribution of the Software is permitted only if you have purchased an individual software package for each networked computer to which the software is distributed. Restrictions. Rosslare and its suppliers retain ownership of the Software. You should not decompile, disassemble, reverse engineer, or modify the Software in any way. You may not transmit the software over a network (except as expressly permitted above), by telephone, or electrically using any means. You may not transfer the Software except upon a permanent transfer of the enclosed Rosslare product provided that all software updates are included in the transfer, you do not retain a copy of the Software, and the transferee agrees to be bound by the terms and conditions of this license. Upon any violation of any of the provisions of this Agreement, rights to use the software shall automatically terminate and the Software must be returned to Rosslare or all copies of the software destroyed.

Limited Product Warranty. Rosslare warrants that any hardware products accompanying this documentation shall be free from significant defects in material and workmanship for a period of one year from the date of purchase. Rosslare also warrants that the software accompanying this documentation will perform substantially in accordance with the documentation for a period of 90 days from purchase. Rosslare's hardware and software warranty is nontransferable and is limited to the original purchaser. Product Remedies. Rosslare's entire liability and the Licensees exclusive remedy for any breech of warranty, shall be, at Rosslare's sole option, either a) return the price paid or b) repair or replacement of hardware or software, provided that the hardware is returned to the point of purchase, with a copy of the sales receipt.

Any replacement hardware and software will be warranted for the remainder of the original warrantee period or 30 days for the hardware and 30 days for the software, whichever is longer. The remedies are void if failure of the software or hardware has resulted from abuse, accident or misapplication.

LIMITATION OF LIABILITY. THE WARRANTIES SET FORTH IN THIS AGREEMENT REPLACE ALL OTHER WARRANTIES. ROSSLARE EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT OF THIRD PARTY RIGHTS WITH RESPECT TO THE DOCUMENTATION, SOFTWARE, AND HARDWARE. NO ROSSLARE DEALER, AGENT, OR EMPLOYEE IS AUTHORIZED TO MAKE ANY MODIFICATION, EXTENSION, OR ADDITION TO THIS WARRANTY. IN NO EVENT WILL ROSSLARE OR IT'S SUPPLIERS BE LIABLE FOR ANY COSTS OF PROCUREMENT OF SUBSTITUTE PRODUCTS OR SERVICES, LOST PROFITS, LOSS OF INFORMATION OR DATA, OR ANY OTHER SPECIAL DIRECT OR INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING IN ANY WAY OUT OF THE SALE, OF, USE OF, OR INABILITY TO USE ANY ROSSLARE PRODUCT OR SERVICE, EVEN IF ROSSLARE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO CASE SHALL ROSSLARE'S LIABILITY EXCEED THE ACTUAL MONEY PAID FOR THE PRODUCTS AT ISSUE. Because some jurisdictions do not allow the implementation of limited warranties or liability for incidental, consequential, special, or indirect damages, the above limitation may not always apply.

The above limitations will not apply in case of personal injury where and to the extent that applicable law requires such liability.

U.S. Government Restricted Rights. The software is provided to the U.S. Government only with restricted rights and limited rights of use, duplication or disclosure by the U.S. Government is subject to restrictions set forth in 48 C.F.R 2.101 (Oct 1995) consisting of "Commercial Computer Software" and "Commercial Computer Software Documentation" as such terms are used in 48 C.F.R. 12.212 (September 1995), and in FAR Sections 52-227-14 and 52-227-19 or DFARS Section 52.227-7013 (C) (ii), or their successors, as applicable. Consistent with 48. C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7204-1 (June 1995), or any successor regulations, this software is provided to the terms and conditions herein. Contractor/ Manufacturer Rosslare Enterprises Ltd. 12 Wang Tai Road, Hong Kong.

FCC Compliance and Advisory Statement. This hardware device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: 1) This device must not cause harmful interference, and 2) this device must accept any interference received, including interference that may cause undesired operation. This equipment has been tested and found to comply with the limits of Class B digital device, pursuant to part 15 of the FCC Rules.

Warranty

The Manufacturer's warranty on this product is for a period of one year from the date of manufacture against defects in materials and workmanship. Manufacturer's warranty hereunder is limited to repair or replacement, at the manufacturer's sole option, if the product is found to be defective in normal use during the warranty period. The warranty is given in favor of the original purchase only. Subject to the above warranty, manufacturer's liability and that of it's distributors, re-sellers and agents and is wholly limited to the original purchase price and no payment will be made for related or consequential loss including but not limited to labor costs incurred in inspection, replacement or repair of defective products. This warranty is given expressly and in place of all other expressed or implied warranties of merchantability and fitness for a particular purpose and this warranty is the only warranty made by the manufacturer. No agent, representatives or employee of the manufacturer has the authority to waive, alter or add to the printed provisions of this warranty, to make representation of warranty not contained herein or to extend this warranty to anyone other than the original purchaser of the product. The Rx-Gear & SP-06V products in this users guide are guaranteed against defects in workmanship and material for a period of 12 (Twelve) months from date of purchase. Return the faulty product with a dated proof of purchase to your dealer for replacement.

The warranty does not make the manufacturer or the distributor of the IntelliLink System held liable for consequential damages resulting from any breech of warranty, expressed or implied, applicable to their use.

Contents

Installation 11
PC Requirements 11
Connecting the AC-015 to your PC 12
Software Installation Procedure 13

Getting Started 17
Overview 17
Running the Software 20
Main Screen Layout 22
The Menu Bar 23
The Toolbar 26

Using the AC-015 Software 27
Options On Line 27
On Line 27
Employees 29
Options 44

System Programming 53
Door Programming 53
Modes of Operation 58
Changing Modes of Operation 59
REX- Request to Exit Switch: 60
Tamper Events 61
Clearing Tamper Events 61
Programming Mode 62

Reports 76
Defining Reports 76

Technical Support.....87

Installation

PC Requirements

The following are the recommended minimum PC requirements, needed for this software to run efficiently:

- Operating system: Windows 95/98/2000/NT (English Version.)
- Processor: Pentium 133MHZ Min.
- Memory: 16 MB Min.
- A free COM port.
- RS-232 Cable.
- Recommended: Network or Local Printer for printing function.

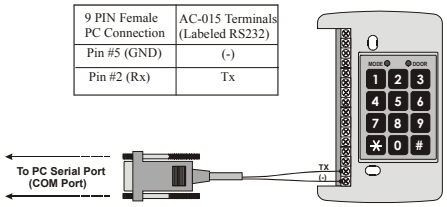
Connecting the AC-015 to your PC

Connecting the PC software to the AC-015 requires the use of a serial cable connection between the AC-015 and the PC.

Follow these steps to connect the AC-015 to a PC:

1) Ensure that you turn **OFF** your PC's power. Ensure that there is one free 9-pin Serial (COM) port available.
2) Take the RS232 cable and cut off the connector from the side that does not connect to the PC (usually the male side). Remove approximately 3 inches (7cm) of cable shielding and strip about ¼ inch (5mm) off the ends of the wires, to expose them.
3) Using the modified RS232 cable, attach the RS232 connector to a vacant Serial (COM) port on the PC. Connect the wires to the corresponding terminals, labeled RS232, according to the following diagram.

9 PIN Female PC Connection	AC-015 Terminals (Labeled RS232)
Pin #5 (GND)	(-)
Pin #2 (Rx)	Tx



Software Installation Procedure

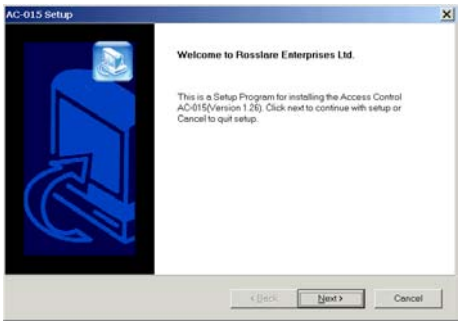
Follow these steps to install the AC-015 software:

1) Insert the CD into the CD-ROM drive and open the drive window.

2) Double-click on the AC-015 application file. The following screen is displayed:

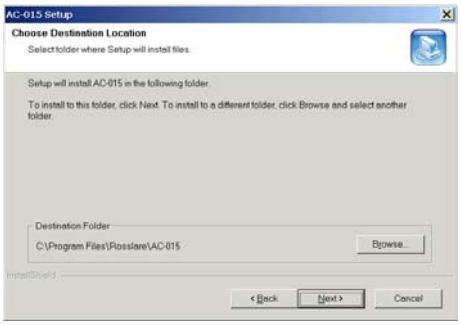
AC-015 - InstallShield Wizard
Extracting Files
The contents of this package are being extracted.
Please wait while the InstallShield Wizard extracts the files needed to install AC-015 on your computer. This may take a few moments.
Reading contents of package...
InstallShield
< Back
Next >
Cancel

3) The system extracts the required files and when complete displays the next screen:

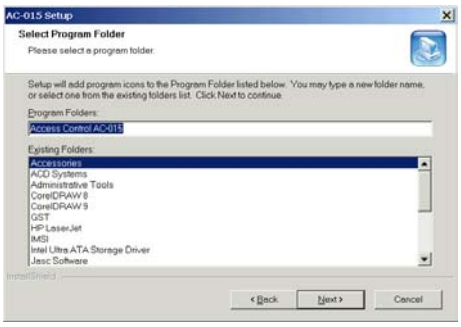

AC-015 Setup
Welcome to Rosslare Enterprises Ltd.
This is a Setup Program for installing the Access Control AC-015(Version 1.26). Click next to continue with setup or Cancel to quit setup.
< Back
Next >
Cancel

4) Click on the **Next** button to proceed.

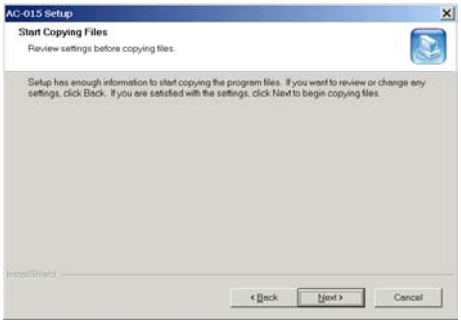
5) Select the required file storage location, by clicking on the **Browse** button, or click **Next** to accept the default destination.


AC-015 Setup
Choose Destination Location
Select folder where Setup will install files.
Setup will install AC-015 in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\Rosslare\AC-015
Browse...
InstallShield
< Back
Next >
Cancel

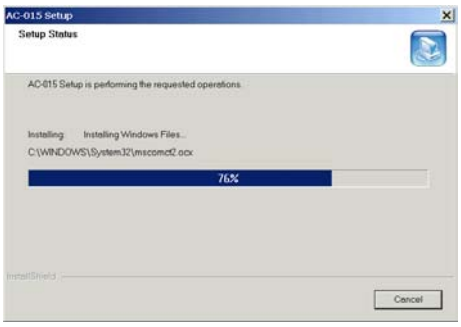
6) Type in a new Program Folder name or accept the default name and click **Next** to continue.



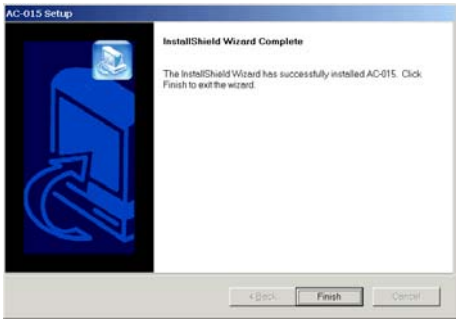
7) To make changes to the settings click **Back**. To proceed with the installation click **Next**.


AC-015 Setup
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
InstallShield
< Back
Next >
Cancel

8) The progress bar shows the percentage of installed files. This may take approximately 1 minute.



9) Once the installation is completed successfully, click **Finish** to exit.



Getting Started

Overview

The AC-015 Programmer is a controller that allows you to add or delete employees from the system, change system mode status and to change system authorization codes.

The AC-015 provides a higher level of security as the programmer is normally placed in a secure location while the reader sensor is remotely located outside the premises to be controlled. Should the remote sensor be attacked, entry cannot be gained as the remote sensor only provides data to the programmer, not authorization to release the controlled door.

The system may be connected with the optional PC monitor program for easier management of the employees' database or for online monitoring of door access. The system is linked to a PC via an RS-232 serial link. The PC receives information from the AC-015 that is displayed and saved to a database. Code entries and their consequences are visible in Online Mode of the software. The Employees menu is used to describe, enter and associate employee code numbers with employee names and details. The Programming menu is used to define door details, working days and holidays. The Reports menu specifies which kind of report to build.

The Options menu is used for communication setup, language setup, operators' password setup and database status. For more details refer to the **AC-015 Single Door Access Control Programmer**.

The AC-015 accepts up to 500 employees via the use of proximity cards (provided separately) or entering PIN codes into the system. Each employee is issued a unique proximity card or PIN code.

Employees designated 01 to 10 are Master users and can operate the system in both the Normal and Secure modes of operation. Employees 11 to 500, when entered from the external reader sensor, may only operate the system in either Normal or Bypass mode.

It is very important to keep an accurate record of the slot number and its assignment to each employee. This is to enable you to add additional employees at a later time or delete a Prox or PIN code if one is lost or stolen. A record form is enclosed for your reference to assist you with your record keeping.

The AC-015 is capable of learning both PIN codes (keyboard based codes – 4-digit code) and Proximity codes (received from proximity card reader). The system can be connected to up to two reader sensors. An external reader must be located outside the restricted area, and is mandatory. The second reader is for internal installation. Both readers may be Prox or PIN type readers.

A PIN reader, connected to the indoor reader input can perform all the operations usually done from the on-board keyboard (depending on the PIN reader model). A PIN reader connected to an external reader input will behave mostly the same but the access level is different on certain AC-015 status of operation.

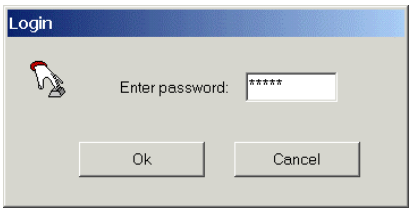
Running the Software

Follow these steps to run the AC-015 software:

1) On your desktop double-click on the

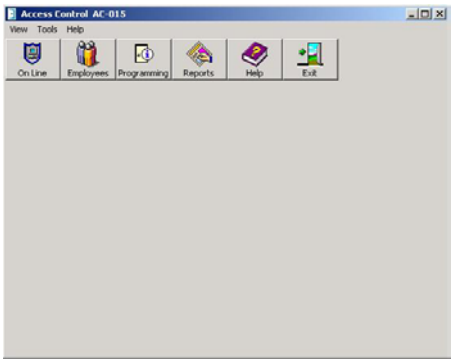
icon **OR** click on the menu path: ***Start > Programs > Rosslare > AC-015***.

   After initiating the program, the PC will load all databases and the following screen will be displayed:



2) Enter in the access password and click **OK**. The default password is admin.

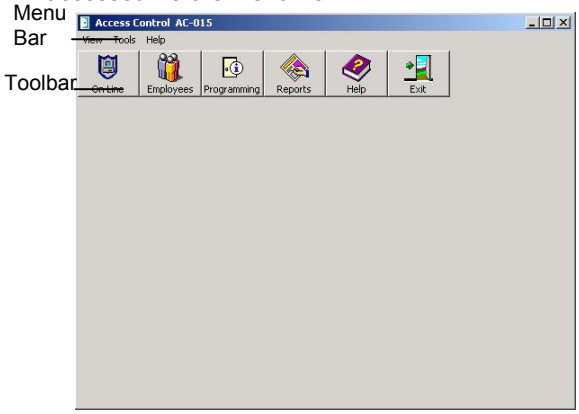
3) The Main screen will be displayed:



See *Screen Layout* – page 22 for details.

Main Screen Layout

The AC-015 software, allows the user to perform functions by using the drop-down menus and the Toolbar buttons. Some functions can only be accessed via the Menu Bar.



The Menu Bar

Three menus are accessed from the Menu Bar: **View**, **Tools** and **Help**.

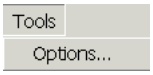
The View Menu

The View Menu contains the following commands:

Commands	Description
On Line	See *On Line* - page 27 for more details.
Employees	Gives details about specified employees. See *Employees* – page 29 for more details.
Programming	Allows the user to program door details, modes of operation and programming codes. See *Door Programming* – page 53 for more details.

Commands	Description
Reports	Accesses the various employees' reports. See *Reporting* – page 76 for more details.
Exit	Exits the AC-015 software.

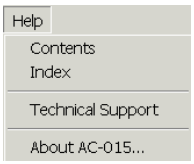
The Tools Menu



The Tools Menu contains the following command:

Command	Description
Options	Accesses the following options: **Communication Setup**, **Language**, **Operators** and **Database Status**. See *Options* – page 44 for more details.

The Help Menu



The Help Menu contains the following commands:

Commands	Description
Contents	Opens the AC-015 software online help.
Index	Opens the index of the AC-015 software online help.
Technical Support	Displays the Technical Support information for the AC-015 software.
About AC-015	Displays the AC-015 software version information.

The Toolbar

The toolbar provides shortcuts for accessing the AC-015 commands. These commands can also be accessed via the Menu Bar.

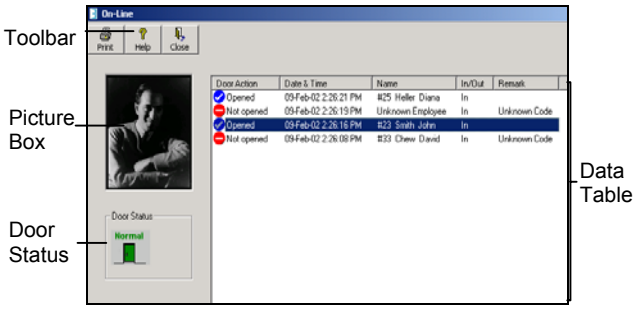
Following is an explanation of the available options. For a more detailed description of the Toolbar options see the following sections.

Tool	Choose this to
	Displays the online status of the AC-015.
	Access the Employees List.
	Program the Door name, Working Days and Holidays.
	Display the Reports options.
	Display the AC-015 software on line help.
	Exit the AC-015 software.

On Line

The On Line screen can be opened by selecting ***View*** > ***On Line*** from the Menu Bar **OR** by clicking the

On Line icon on the Toolbar. The following screen is displayed:



The **Data Table** shows details of connected door movements, such as: door action, date and time, employee name and In/Out reader/keyboard.

The **Picture Box** shows the employee's picture of the selected row.

If the **Door Status** changes, it will change the status and the icon's color in the screen. See *Door Programming* - page 53 for more details.

The following options are available from the Toolbar:

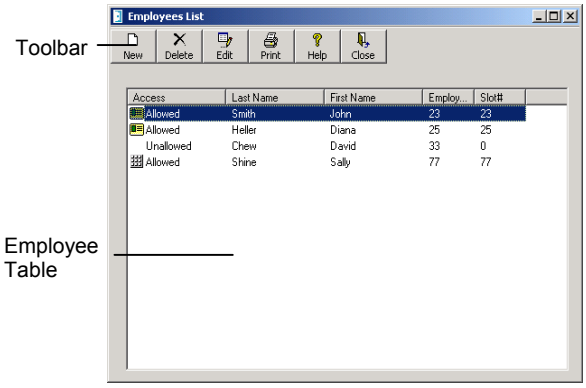
Tool	Choose this to
	Print the data table.
	Display the AC-015 software on line help.
	Close the On Line Screen and return to the AC-015 software main window.

Employees

The Employees List gives details about specified employees and allows the user to add new employees to the list and maintain current employees in the list.

From the Menu Bar select ***View*** > ***Employees*** **OR** click on the

Employees icon. The **Employees List** window is displayed:



The following options are available from the Employees List toolbar: **New**, **Delete**, **Edit**, **Print**, **Help** and **Close**.

Tool	Choose this to
	Add a new employee. See *Creating a New Employee* – page 32 for more details.
	Delete the selected employee.
	Edit the selected employee. See *Employee Details* – page 37 for more details.
	Print all the employees' details.
	Open the AC-015 software on line help.
	Close the Employees List window and return to the AC-015 software Main screen.

The Employee Table displays the following main employee details:

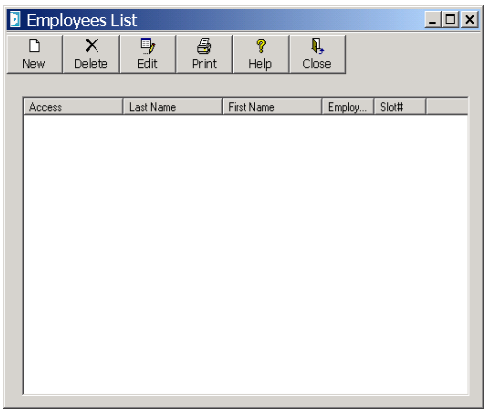
Access	If an employee has access to the factory he has access to a PIN code or Proximity code.
Employ…	Employee number on the PC software.
Slot#	Employee number at the Access Control point.

Creating a New Employee

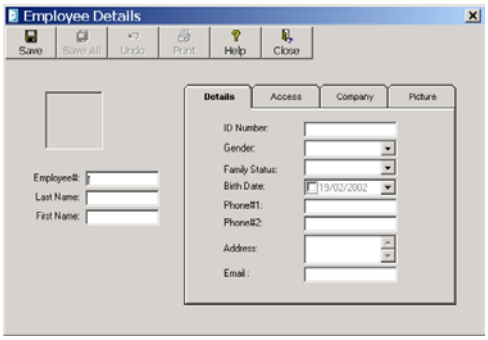
Every time a door is accessed the system can identify the person that has passed through. Each employee must therefore be "created" on the system.

Follow these steps to create a new employee:

1) Click on the **Employees** icon or click on the menu: ***View > Employees***. The **Employees List** is displayed:



2) Click **New** to **display** the **Employee Details** screen:

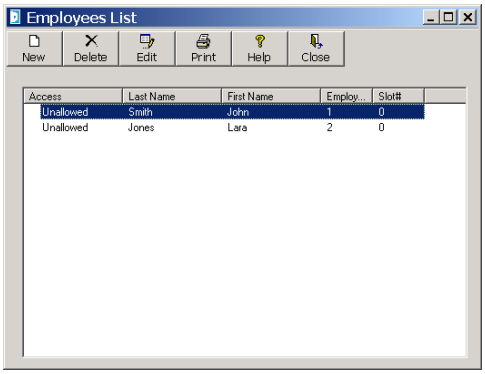


3) Enter the required details. Refer to *Employee Details* – page 37 for field details.

Deleting an Employee

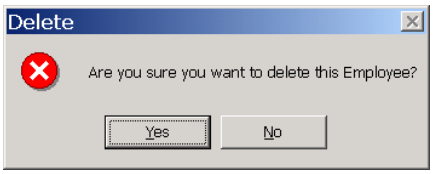
Follow these steps to delete an employee from the database:

1) From the **Employees List Table** select an employee to delete.

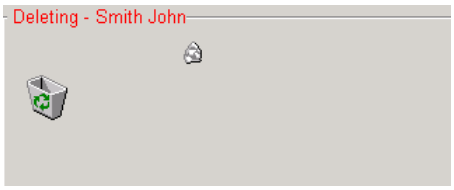


2) Click the

Delete icon to delete an employee. The following warning is displayed:



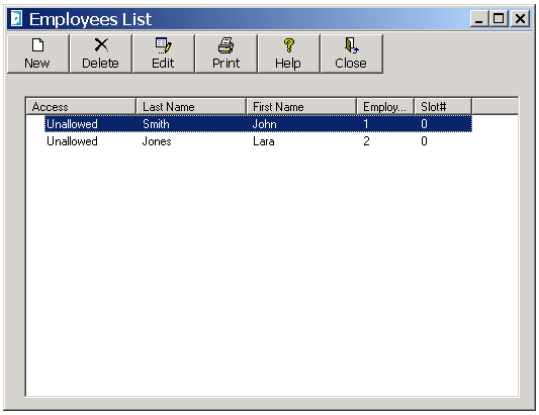
3) Click **Yes** if you are sure you want to delete an employee. The employee is deleted from the database.



Editing an Employee

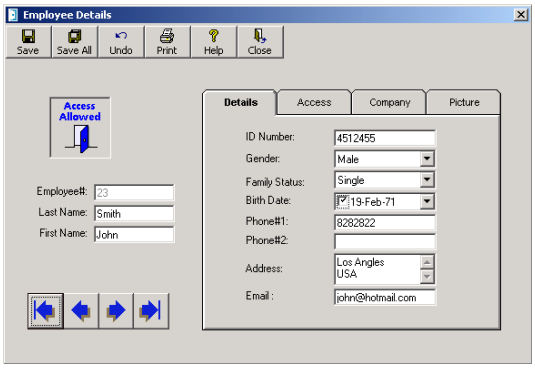
Follow these steps to edit an employee's details:

1) From the **Employees List Table** select an employee to edit.



2) Click the

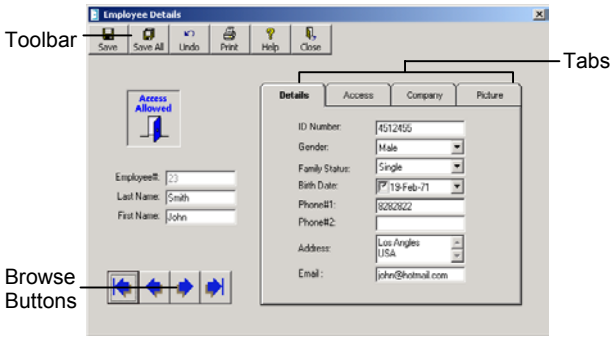
Edit icon to display the **Employee Details** screen:



3) Enter the required details. Refer to *Employee Details* – page 37 for field details.

Employee Details

This screen contains all the employee's data. There are four tabs accessed from this screen, which contain all the required employee and company information, and also allow for the creation of new codes for each employee.



The following options are available from the **Employees Details** toolbar:

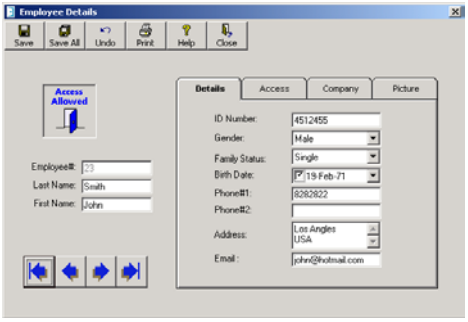
Tool	Choose this to
	Save current employee data.
	Save all employees' data.
	Undo the last action performed.
	Print current employee data.
	Access the AC-015 software on line help.
	Close the **Employee Details** and return to the **Employees List** window.

The following buttons are available from the **Employee Details** window:

Button	Function
	Move to first employee.
	Move to previous employee.
	Move to next employee.
	Move to last employee.

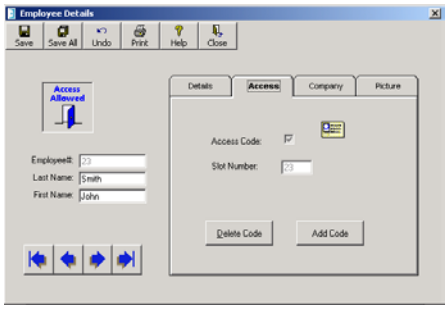
The following Tabs are available:

Details Tab



Contains fields for entering the following data; ID number, gender, family status, birthday, address, telephone number and email.

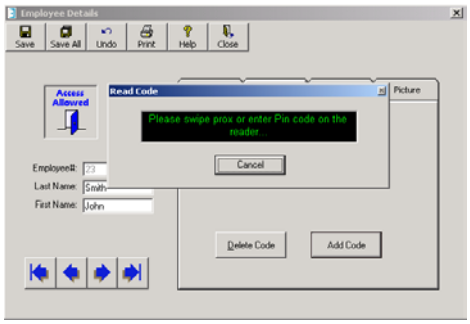
Access Tab



Contains fields for entering the following data; Access Code and Slot Number at the Access Control. You can add or delete a Proximity card or PIN code

Add Code

To add an access code, click on the **Add Code** button. The following message is displayed:

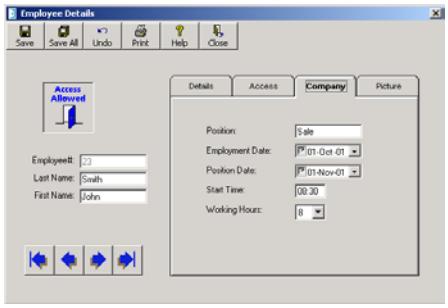


Swipe the card over the reader or enter in a PIN code. Once the code is accepted it will be displayed in the slot number field.

Delete Code

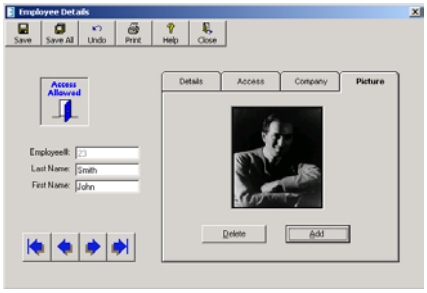
To delete an access code, click on the **Delete Code** button and confirm that you want the code deleted.

Company Tab



Contains fields for entering the following data; Position, employment date, position date, start time (the official working start time) and working hours (the official number of working hours).

Picture Tab



Allows a picture of the employee to be added or deleted.

Add Picture

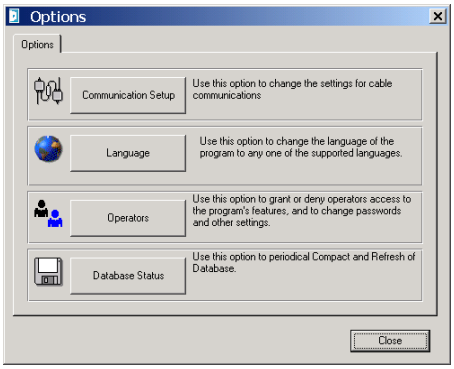
Click on the **Add Picture** button. A browse window is displayed, in which the user can define the location of the picture on PC or network. Once the file has been located, select it and then click **Add**. The picture will now be displayed on the Picture Tab.

Delete Picture

To delete a picture, click on the **Delete** button.

Options

From the Menu Bar select ***Tools*** > ***Options***. The following window is displayed:


Options
Options
Communication Setup
Use this option to change the settings for cable communications
Language
Use this option to change the language of the program to any one of the supported languages.
Operators
Use this option to grant or deny operators access to the program's features, and to change passwords and other settings.
Database Status
Use this option to periodical Compact and Refresh of Database.
Close

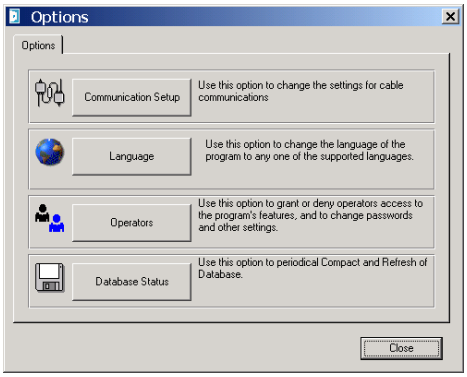
Choose from the following options: **Communication Setup**, **Language**, **Operators** and **Database Status**.

Selecting the Correct Serial (COM) Port

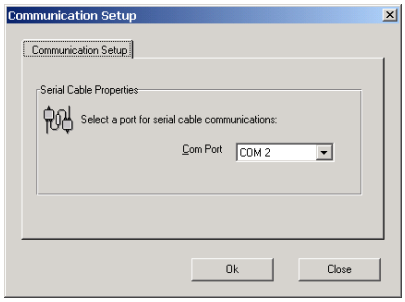
The user is required to set the COM port setting, which correlates to the COM port, used for the serial cable.

Follow these steps to select the Serial (COM) port:

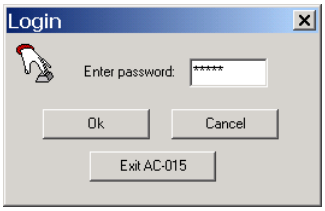
1) Click on the menu path ***Tools > Options***. The following window is displayed:


Options
Options
Communication Setup
Use this option to change the settings for cable communications
Language
Use this option to change the language of the program to any one of the supported languages.
Operators
Use this option to grant or deny operators access to the program's features, and to change passwords and other settings.
Database Status
Use this option to periodical Compact and Refresh of Database.
Close

2) Click on the **Communication Setup** option. The system will ask for a password. Only Engineer operators and above may access this setting. Enter a valid password and click **OK**. The following screen is displayed:



3) Select the required COM port that matches the COM port on the PC to which the AC-015 has been connected. Click **OK** to save the settings and then click **Close** to exit. The following screen is displayed:



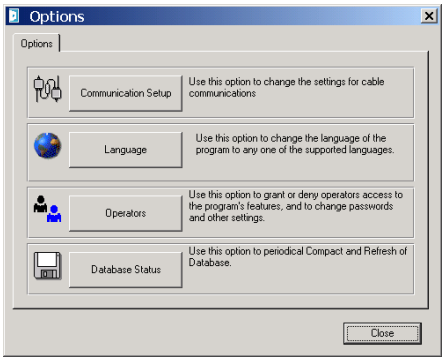
4) Enter a password (Administrator level only) and click **OK** to exit. Finally click **Close** to exit the **Options** window.

Language Selection

Use this option to change the language of the program to any one of the supported languages.

Follow these steps to change the language setting:

1) Click on the menu path ***Tools > Options***. The following window is displayed:


Options
Options
Communication Setup
Use this option to change the settings for cable communications
Language
Use this option to change the language of the program to any one of the supported languages.
Operators
Use this option to grant or deny operators access to the program's features, and to change passwords and other settings.
Database Status
Use this option to periodical Compact and Refresh of Database.
Close

2) Click on the **Language** option. The following screen is displayed:

3) Select the required language from the list and click **OK** to save the setting.

Operators

Use this option to grant or deny operators access to the program's features, and to change passwords and other settings.

Setting Up Operators

The AC-015 support three types of system operators each with their own access rights to various menus and options within them. This ensures that only certain individuals have access rights, to change system settings.

The following operators may be setup:

- **Guard** – Access to On-line screen only
- **Engineer** – Allowed to change only the COM setting
- **Administrator** – Allowed to change all settings and access all screens.

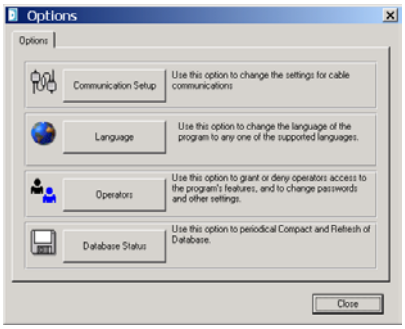
The default passwords are:

- **Guard** – secur
- **Engineer** – engin
- Administrator - admin

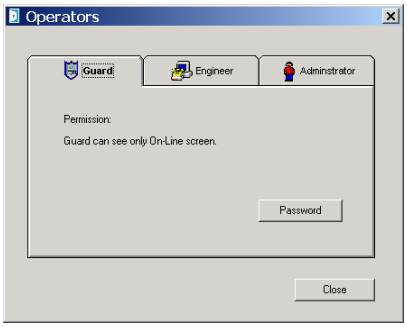
Setting Up Operator Passwords

Follow these steps to setup an operator password:

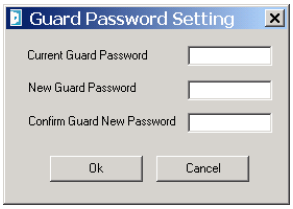
1) Click on the menu path ***Tools > Options***. The following window is displayed:


Options
Options
Communication Setup
Use this option to change the settings for cable communications
Language
Use this option to change the language of the program to any one of the supported languages.
Operators
Use this option to grant or deny operators access to the program's features, and to change passwords and other settings.
Database Status
Use this option to periodical Compact and Refresh of Database.
Close

2) Click on the **Operators** option. The following screen is displayed:



3) Click on the Tab of the operator type, you wish to setup, for example ***Guard***. Click on **Password**. The following dialogue box is displayed:

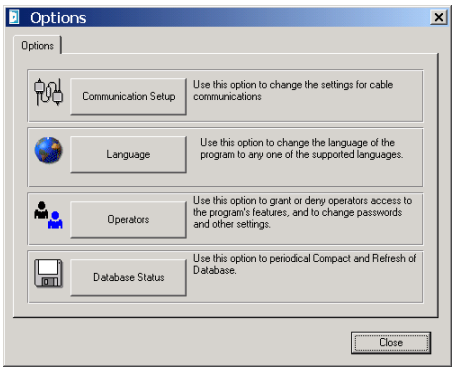


4) Complete all three fields and click **OK** to save and exit.

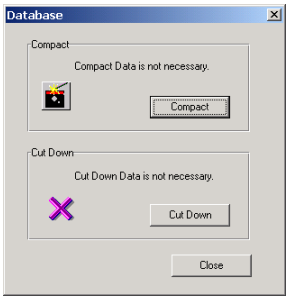
Database Status

Use this option to periodically compact and cut down the database. Compacting the database improves performance. Cutting down the database saves memory on your computer. Follow these steps to compact and cut down the database:

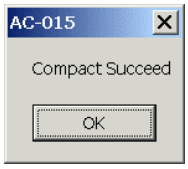
1) Click on the menu path ***Tools > Options***. The following window is displayed:


Options
Options
Communication Setup
Use this option to change the settings for cable communications
Language
Use this option to change the language of the program to any one of the supported languages.
Operators
Use this option to grant or deny operators access to the program's features, and to change passwords and other settings.
Database Status
Use this option to periodical Compact and Refresh of Database.
Close

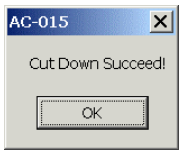
2) Click on the **Database Status** option. The following screen is displayed:



3) To compact data click the **Compact** button. The following message is displayed:



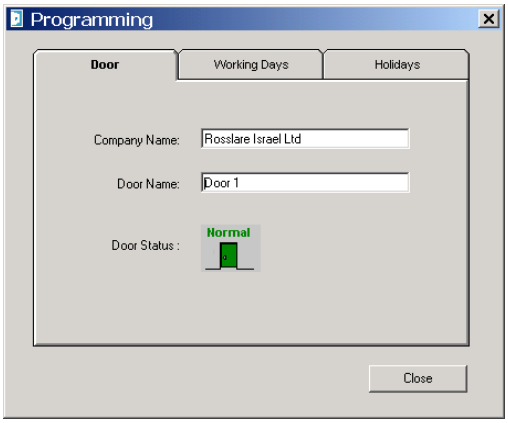
4) To cut down data click the **Cut Down** button. The following message is displayed:



5) Click **OK** and click **Close** to exit the **Options** window.

Door Programming

To access the Programming screen, click on the **Programming** icon or follow the menu path ***View > Programming***. The following window is displayed:



Programming Door Details

On the first tab, labeled **Door**, enter in the required information for the following fields:

- In the **Company** field, enter the name of the company.
- In the **Door Name** field, enter a name for the door.

The Door Status field displays the current status of the door. The following statuses exist:

Unknown – the default status- If the door status is unknown or door is disconnected.

Normal Mode – A Valid Lock Strike code (card or PIN code) is required to gain entry. The Mode LED is GREEN.

Secure Mode – Employee Codes and Open Codes ½ entered through external reader sensor are locked out, unless they are Management (Master) codes. All other valid Prox/PIN codes entered from internal reader or local keyboard will gain entry. The Mode LED is RED.

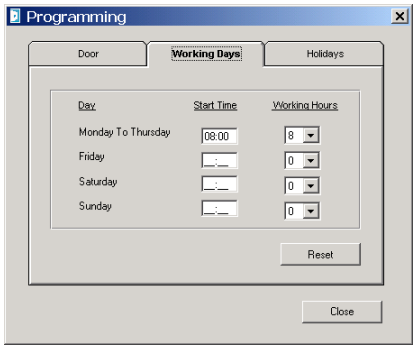
Bypass Mode – For Fail Secure operation (factory default) the door is locked, but pressing the bell button (* key) will release the Locking device. The Mode LED is ORANGE.

Programming Working Days

From the **Programming** window, click on the **Working Days** tab.

The duration and start times for each day of the week can be programmed.

Enter the required times and hours in the respective fields:

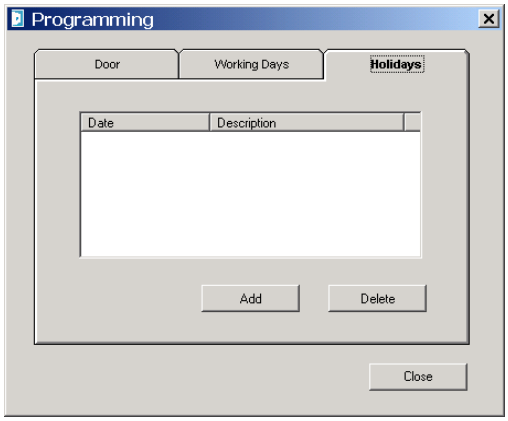


- In the **Start Time** field, enter the starting time for each workday.
- In the **Working Hours** field, enter the number of hours that constitute a workday.

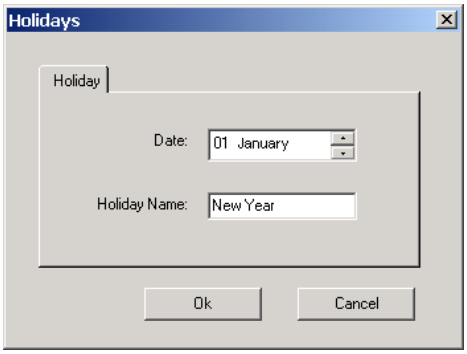
Programming Holidays

Any calendar holidays may be programmed into the system.

From the Programming window, click on the **Holidays** tab.



To add a holiday, click on the **Add** button. The following screen is displayed:



- In the **Date** field, enter the date on which the holiday falls.
- In the **Holiday Name** field, enter the name of the holiday.
- Click **OK** to save the new holiday.
- To delete a holiday from the list, simply select it and click on the **Delete** button. After a confirmation message the holiday will be removed from the list.

Modes of Operation

The AC-015 has 3 Modes of Operation:

1) **Normal Mode -** A Valid Lock Strike code (card or PIN code) is required to gain entry. The Mode LED is Green.
2) **Bypass Mode -** For Fail Secure operation (factory default) the door is locked, but pressing the bell button (* key) will release the Locking device. The Mode LED is ORANGE.
   For Fail Safe operation: Locker door is released The Mode LED is ORANGE.
3) **Secure Mode -** Employee codes and Lock Strike codes half entered through external reader sensor are locked out, unless they are Management (Master) codes. All other valid Prox/PIN codes entered from internal reader or local keyboard will gain entry. The Mode LED is RED.

Changing Modes of Operation

Changing from Normal Mode to Secure Mode:

1) Enter your 4-digit Normal/Secure Code (3838 is the default code).
2) The Mode LED will flash RED.
3) Press the # key. The Mode LED will turn RED.

Changing from Secure Mode to Normal Mode:

1) Enter your 4-digit Normal/Secure Code (3838 is the default code).
2) The Mode LED will flash GREEN.
3) Press the # key. The Mode LED will turn GREEN.

Changing from Normal Mode to Bypass Mode:

1) Enter your 4-digit Normal/Bypass Code.
2) The Mode LED will flash ORANGE.
3) Press the # key. The Mode LED will turn ORANGE.

Changing from Bypass Mode to Normal Mode:

1) Enter your 4-digit Normal/Bypass Code.
2) The Mode LED will flash GREEN.
3) Press the # key. The Mode LED will turn GREEN.

REX- Request to Exit Switch:

The REX switch is used when exiting the restricted area.

- For Door Locker Programmed as Fail Secure operation:

  Door is opened for the pre-programmed door open time, calculated from the moment that the REX is pressed. The door will close even if the REX is kept pressed.

- For Door Locker Programmed as Fail Safe operation:

  Door is opened for the pre-programmed door open time, calculated from the moment that the REX is released. The door remains open for as long as the REX is pressed plus the programmed door open time.

Tamper Events

A Tamper event will cause the AC-015 Tamper Output to open and an alarm to sound, if enabled. A Tamper event may occur in several instances:

- AC-015 cover is removed or broken, or the AC-015 is removed from its wall mount.
- A reader sensor wire is being disconnected from the AC-015 reader input terminal.
- A tamper data signal is received from one of the reader sensors.

Clearing Tamper Events

To clear a tamper event enter a valid employee or Lock Strike code that will open the door locker output at that instance. For example, during Secure status, entering Lock Strike Code 1 from the external reader will not clear the tamper because it's not permitted to open the door at this status. However, applying the same code from the internal reader will clear the tamper output.

Programming Mode

The Programming Mode is used to change the following:

- Change Lock Strike Code 1 -Initial Setting: 2580.
- Change Lock Strike Code 2 -No Initial Setting.
- Change Program Code -Initial Setting: 1234.
- Change Normal/Secure Code - Initial Setting: 3838.
- Change Normal/Bypass Code - No Initial Setting.
- Change Door Release Time - Initial Setting: 0004 (4 Seconds).
- Choose Fail Secure/Fail Safe - Initial Setting **fail-safe.**
- Enroll Proximity Cards or PIN Codes.
- Delete Proximity Cards or PIN Codes.
- Return to default factory settings.

Note: You must be in Normal Mode to program the AC-015. The Mode Led will be Green.

- Wrong or Timed Out entries will reset the controller to Normal Mode.
- All programming operations can be done either from the on-board or external keyboard.

To exit programming, press the # key for two seconds. Three beeps are sounded and the system returns to Normal Mode. A short press on the # key will also return the system to Normal Mode and a long beep is heard. This aborts programming, but in some cases, e.g. programming function #7, data may have been already programmed.

Changing Lock Strike Code 1

1) **Press # for 2 seconds.** There will be a long beep and the Mode LED will turn OFF. The door LED will be RED.
2) **Enter your 4-digit programming code.** (1234 is the initial programming code) The Door LED will turn GREEN. The Mode LED will turn OFF.
3) **Press 1.** The Door LED will remain GREEN and the MODE LED will turn RED.
4) **Enter the new 4-digit code you wish to set as lock strike code 1.** There will be 3 beeps and the system will return to NORMAL MODE.

Changing Lock Strike Code 2

1) **Press # for 2 seconds.** There will be a long beep and the Mode LED will turn OFF. The door LED will be RED.
2) **Enter your 4-digit programming code.** (1234 is the initial programming code) The Door LED will turn GREEN. The Mode LED will turn OFF.
3) **Press 2.** The Door LED will remain GREEN and the MODE LED will turn ORANGE.
4) **Enter the new 4-digit code you wish to set as lock strike code 2.** There will be 3 beeps and the system will return to NORMAL MODE.

Changing Programming Code

1) **Press # for 2 seconds.** There will be a long beep and the Mode LED will turn OFF. The door LED will be RED.
2) **Enter your 4-digit programming code.** (1234 is the initial programming code) The Door LED will turn GREEN. The Mode LED will turn OFF.
3) **Press 3.** The Door LED will remain GREEN and the MODE LED will turn GREEN.

4) Enter the new 4-digit code you wish to set as the new programming code. There will be 3 beeps and the system will return to NORMAL MODE.

Note: The Programming code cannot be erased.

Changing Bypass Code

Note: The Normal/ Bypass code also controls the Chime function for the AC-015. There are 4 options this code may be set for:

1) **Press # for 2 seconds**. There will be a long beep and the Mode LED will turn OFF. The door LED will be RED.
2) **Enter your 4-digit programming code**. (1234 is the initial programming code) The Door LED will turn GREEN. The Mode LED will turn OFF.
3) **Press 5**. The Door LED will remain GREEN and the MODE LED will flash ORANGE.

There are 4 options this code may be set for:

1) **Option 1: Disable Bypass Mode – Disable Chime:**

   Enter 0000. This will disable both Bypass Mode function and chime function. There will be 3 beeps and the system will return to NORMAL MODE.

2) **Option 2: Disable Bypass Mode – Enable Chime:**

   Enter 0001. This will disable Bypass Mode function and enable chime function for Normal Mode. There will be 3 beeps and the system will return to NORMAL MODE.

3) **Option 3: Enable Bypass Mode – Disable Chime:**

   Enter a 4-digit code ending with the digit 0. This will enable Bypass Mode function and disable chime function for Normal Mode. There will be 3 beeps and the system will return to NORMAL MODE.

4) **Option 4: Enable Bypass Mode – Enable Chime:**

   Enter a 4-digit code ending with any digit except 0. This will enable Bypass Mode function and enable chime function for Normal Mode. There will be 3 beeps and the system will return to NORMAL MODE.

Changing Secure Code

1) **Press # for 2 seconds.** There will be a long beep and the Mode LED will turn OFF. The door LED will be RED.
2) **Enter your 4-digit programming code.** (1234 is the initial programming code) The Door LED will turn GREEN. The Mode LED will turn OFF.
3) **Press 4.** The Door LED will remain GREEN and the MODE LED will flash RED.
4) **Enter the new 4-digit code you wish to set as the Normal/Secure Change code**. There will be 3 beeps and the system will return to NORMAL MODE.

Changing Door Release Time

1) **Press # for 2 seconds.** There will be a long beep and the Mode LED will turn OFF. The door LED will be RED.
2) **Enter your 4-digit programming code.** (1234 is the initial programming code) The Door LED will turn GREEN. The Mode LED will turn OFF.
3) **Press 6.** The Door LED will remain GREEN and the MODE LED will flash GREEN.

Note: This is a 4-digit code. The first digit signifies if the unit is to be used for Fail Secure (factory default setting) or fail safe operation. The second digit signifies the length of time, in minutes, the tamper alarm will sound. The last 2 digits signify the time the door release will be activated. (From 01 to 99 seconds).

- For **Fail Secure** operation:

  Enter 0 for the first digit.
- For **Fail Safe** operation:

  Enter 1 for the first digit.
- For Tamper Alarm:

  If the Tamper Alarm is required, enter 1 – 9 at the second digit to set the alarm sound time from a minute to 9 minutes. If Tamper Alarm is not required, enter 0 at the second digit.
- For Door Release Time:

  Enter the number of seconds you want the door release to remain activated. (For example 0512 means Fail Secure with a 5-minute tamper alarm sound time and a 12-second door release). There will be three beeps and the system will return to Normal Mode.

Enrolling Proximity Cards / PIN Codes

Each Proximity Card is unique and only can be assigned to one slot at any time. If an unassigned Proximity card is enrolled to an occupied slot, the AC-015 will generate a long beep and wait for another slot number to be entered. The card at the current slot location must first be erased before a new code is programmed on that slot number. The same rules apply for PIN based Employee Codes.

1) **Press # for 2 seconds.** There will be a long beep and the MODE LED will turn OFF. The DOOR LED will be RED.
2) **Enter your 4-digit programming code**. (1234 is the initial programming code) The DOOR LED will turn GREEN. The MODE LED will turn OFF.
3) **Press 7.** The MODE LED will turn GREEN and the DOOR LED will turn ORANGE.
4) **Enter the 3-digit slot code you wish to assign to the system employee**. For Example 003 represents slot "3". The DOOR LED will remain ORANGE and the MODE LED will start flash GREEN.

5) **Present the Proximity Card designated for this slot number to the reader**. The unit will beep once and the MODE LED will stop flashing. **Or**, enter the 4-digit PIN employee code designated for this slot number. The unit will beep once and the MODE LED will stop flashing.

6) **To enroll another card, enter the 3-digit slot code you wish to assign to the next system employee**. The MODE LED will start flashing.

7) **Present the Proximity Card designated for this slot number to the reader**. The unit will beep once and the MODE LED will stop flashing. **Or**, enter the 4-digit PIN employee code designated for this slot number to the reader. The unit will beep once and the MODE LED will stop flashing.

   Continue enrolling cards or entering PIN codes in this manner until all system employee codes are entered.

   Note: The AC-015 programmer will not accept System Employee Codes that are already allocated to a slot. The AC-015 will signal this with a long beep and the Door Led will continue to flash GREEN.

8) When finished enrolling cards, press the # key. There will be a long beep and the AC-015 will return the to NORMAL MODE.

Note: If the programming period times out before you press the # key the controller will return to Normal Mode. Any enrolled codes in this period will remain valid.

Deleting Proximity Cards / PIN Codes

1) **Press # for 2 seconds.** There will be a long beep and the MODE LED will turn OFF. The DOOR LED will be RED.
2) **Enter your 4-digit programming code.** (1234 is the initial programming code) The Door LED will turn GREEN. The Mode LED will turn OFF.
3) **Press 8.** The MODE LED will remain GREEN and the DOOR LED will turn ORANGE.
4) **Enter the 3-digit slot code you wish to delete from the system.** For example 003 represents slot "3". There will be 2 beeps and the MODE LED will start to flash RED.
5) **Enter the 4-digit programming code** (this last step confirms that you intentionally want to delete an employee from the system). The system will then revert back to NORMAL MODE.

If additional cards/ PIN codes need to be deleted then repeat steps 1-5.

Note: Ensure that your record of system employees and their assigned system card slot numbers is stored in a secured location. Then if you wish to delete a slot stolen Employee Code from the system you can identify the card from your record.

Return to Factory Settings and Facility Code

IMPORTANT: You must be very careful before using this command! Doing so will erase the entire memory which includes all employee and special codes. All Preprogrammed Cards, PIN codes and special codes will have to be reprogrammed from the beginning.

1) **Press # for 2 seconds.** There will be a short beep and the MODE LED will turn OFF. The DOOR LED will be RED.
2) **Enter your 4-digit Programming Code.** (1234 is the initial Programming Code) The DOOR LED will turn GREEN. The MODE LED will be OFF.
3) **Press 0.** The DOOR LED will flash RED and the MODE LED will remain OFF.

For Return to factory programming:

4) **Press 0 again.** The DOOR LED will continue flashing RED and the MODE LED will flash RED.

5) **Enter your 4-digit programming code** (this last step confirms that you intentionally want to delete all your initial settings and employee codes from the system!).

   You will hear 3 beeps and the system will return to Normal mode

For Facility code programming:

4) **Press 1.** The DOOR LED will continue flashing RED and the MODE LED will flash GREEN.

5) **Enter your 3-digit Facility Code, which must be between 0-255.** The MODE LED will turn GREEN. If the wrong code is entered the system will exit programming mode.

6) **Enter your 4-digit programming code** (this last step confirms that you intentionally want to delete all your initial settings and employee codes from the system!).

   You will hear 3 beeps and the system will return to Normal mode

IMPORTANT:

- Facility Code 000 means that any Proximity card can be learned, with any Facility Code.
- It is recommended to program Facility Code once before programming any employee codes. Changing Facility Code after codes are programmed will cause previous codes with different Facility Codes to disappear while still occupying the code slot number.
- If the Facility Code is not 000, programming any Proximity Card with another Facility Code is prohibited. However, PIN codes are not affected.

Replacing Lost Programming Codes

In the event that a Programming Code is lost, the AC-015 may be reprogrammed by following these instructions:

In Normal Mode:

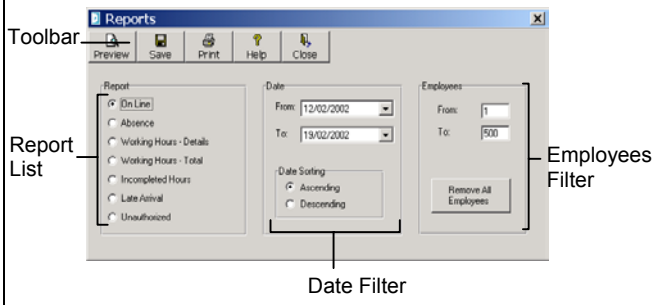
1) Disconnect the power from the AC-015.
2) Depress the Internal Door Release (Request to exit) button.
3) Reconnect the power to the unit with the Door Release button depressed.
4) Release the Door Release button.
5) You now have 20 seconds to program a new Programming Code into the unit using the initial default code 1234, before the controller reverts to the existing code.

In Secure Mode:

1) Disconnect the power from the AC-015
2) Press the Internal Door Release button.
3) Reconnect the power to the unit with the Door Release button depressed.
4) Release the Door Release button.
5) You now have 20 seconds to use the default code 3838 to return the system back to NORMAL MODE. Then use the programming instructions for a controller in NORMAL MODE, as above, to reset the programming code.

Defining Reports

To access the Reports window click on the **Reports** icon, or follow the menu path ***View > Reports***. The following screen is displayed:



The **Reports** option allows the user to run reports according to type and sort it according to date and employees.

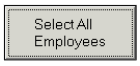
The Toolbar

The following options are available from the **Reports** Toolbar:

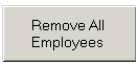
Tool	Choose this to
	Display the report results on the screen.
	Save the report as text file.
	Print the report.
	Access the AC-015 software on line help.
	Close the Reports window and return to the AC-015 software main screen.

Employees Filter

The Employees Filter reports can give details about specified employees.



Select All Employees button - fills employees filter with all employees (1 - 500).



Remove All Employees button- clears the employees' filter.

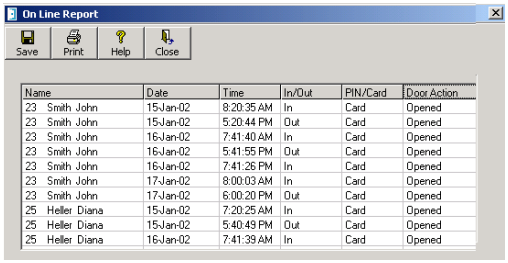
Date Filter

The reports can give details about specifies dates and sorted in ascending or descending order - you can choose the sort with the option box. You can limit the date in the report with date filter (the default is from one week ago until the present day).

Report List

Select a Report from the **Report List**. You may choose from the following reports:

Online Report



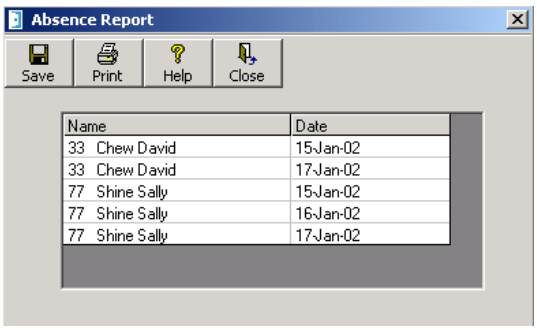
Name	Date	Time	In/Out	PIN/Card	Door Action
23 Smith John	15-Jan-02	8:20:35 AM	In	Card	Opened
23 Smith John	15-Jan-02	5:20:44 PM	Out	Card	Opened
23 Smith John	16-Jan-02	7:41:40 AM	In	Card	Opened
23 Smith John	16-Jan-02	5:41:55 PM	Out	Card	Opened
23 Smith John	16-Jan-02	7:41:26 PM	In	Card	Opened
23 Smith John	17-Jan-02	8:00:03 AM	In	Card	Opened
23 Smith John	17-Jan-02	6:00:20 PM	Out	Card	Opened
25 Heller Diana	15-Jan-02	7:20:25 AM	In	Card	Opened
25 Heller Diana	15-Jan-02	5:40:49 PM	Out	Card	Opened
25 Heller Diana	16-Jan-02	7:41:39 AM	In	Card	Opened

Displays the Online movement of the employees. You can limit the data by using the date filter or employees' filter. In the sorting frame you can choose the sorting order.

The report displays the following fields:

- **Name** – employee's number, last name and first name.
- Date
- Time
- **In or out** of the building.
- PIN code or Proximity card.
- **Door Action** – whether the door was opened or not.

Absence Report



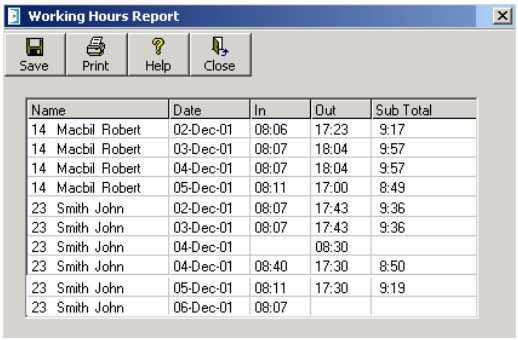
Presents the employees who were absent from work. You can limit the data by using date or employees filter.

In the sorting frame you can choose the sorting order. The report will ignore holidays and Saturday if it's defined in the Programming form.

The report displays the following fields:

- **Name** - employee's number, last name and first name.
- Date

Working Hours Details Report



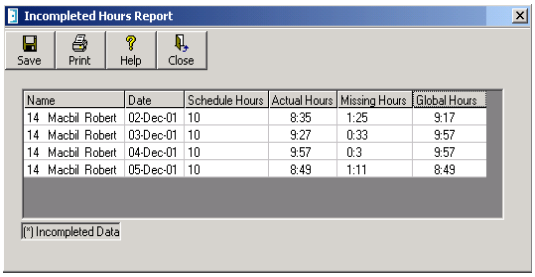
Name	Date	In	Out	Sub Total
14 Macbil Robert	02-Dec-01	08:06	17:23	9:17
14 Macbil Robert	03-Dec-01	08:07	18:04	9:57
14 Macbil Robert	04-Dec-01	08:07	18:04	9:57
14 Macbil Robert	05-Dec-01	08:11	17:00	8:49
23 Smith John	02-Dec-01	08:07	17:43	9:36
23 Smith John	03-Dec-01	08:07	17:43	9:36
23 Smith John	04-Dec-01		08:30	
23 Smith John	04-Dec-01	08:40	17:30	8:50
23 Smith John	05-Dec-01	08:11	17:30	9:19
23 Smith John	06-Dec-01	08:07		

Displays the number of hours the employee worked and the time he entered and left the factory. You can limit the data by using the date filter or employees' filter.

The report displays the following fields:

- **Name** – employee's number and name.
- Date
- Time
- **In** – entered the building.
- **Out** - left the building.
- **Sub Total** - presents the sub total of each entry and exit.

Incomplete Hours Report

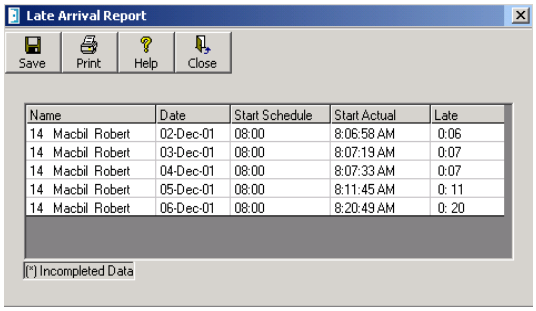


Presents the employees that worked fewer hours then they should have worked. The Official Working hours are defined in the **Employee Details** form. If this field is empty the data will be taken from the 'Doors Information' form in the 'working hours' field. You can limit the data by using the date filter or employees' filter.

The report displays the following fields:

- **Name** – employee's number and name.
- Date
- **Schedule hours** - the official hours the employee should work.
- **Actual hours** - the number of hours the employee actually worked.
- **Missing hours** - the difference between actual hours to schedule hours.
- **Global hours** - total working hours that same day from the first time the employee arrived until the last time he left the building.

Late Arrival Report



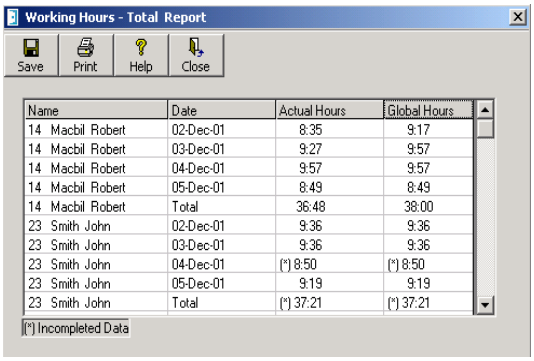
Presents the employees who arrived late to work. You can limit the data by using the date or employee filter.

In the sorting frame you can choose the sorting order. The Official Start time of each employee is defined in the **Employee Details** form in the Programming frame. If this field is empty, the official start time will be as defined in the programming form. The default time is 08:00 AM but it can be changed.

The report displays the following fields:

- **Name** – employee's number, last name and first name.
- Date
- **Start Schedule** - the official start time.
- **Start Actual** - the time the employee actually arrived at work.
- **Late** – number of hours/minutes late.

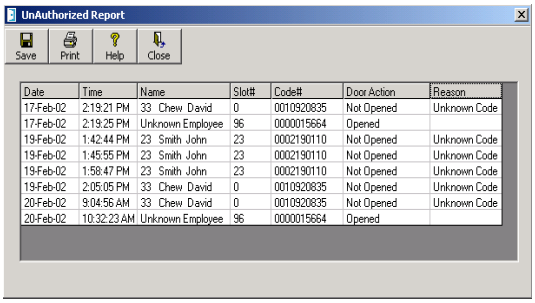
Working Hours Total Report


Working Hours - Total Report
Save
Print
Help
Close
Name
Date
Actual Hours
Global Hours
14 Macbil Robert 02-Dec-01 8:35 9:17
14 Macbil Robert 03-Dec-01 9:27 9:57
14 Macbil Robert 04-Dec-01 9:57 9:57
14 Macbil Robert 05-Dec-01 8:49 8:49
14 Macbil Robert Total 36:48 38:00
23 Smith John 02-Dec-01 9:36 9:36
23 Smith John 03-Dec-01 9:36 9:36
23 Smith John 04-Dec-01 (*) 8:50 (*) 8:50
23 Smith John 05-Dec-01 9:19 9:19
23 Smith John Total (*) 37:21 (*) 37:21
(*) Incompleted Data

Presents a summary of the **Working Hours Details** report. You can limit the data by using the date filter or employee filter. The report displays the following fields:

- **Name** - employee's number and name.
- Date
- **Actual Hours** - presents the total hours worked that day.
- **Global Hours** - the time from first time in to last time out each day.

Unauthorized Report



Date	Time	Name	Slot#	Code#	Door Action	Reason
17-Feb-02	2:19:21 PM	33 Chew David	0	0010920835	Not Opened	Unknown Code
17-Feb-02	2:19:25 PM	Unknown Employee	96	0000015664	Opened	
19-Feb-02	1:42:44 PM	23 Smith John	23	0002190110	Not Opened	Unknown Code
19-Feb-02	1:45:55 PM	23 Smith John	23	0002190110	Not Opened	Unknown Code
19-Feb-02	1:58:47 PM	23 Smith John	23	0002190110	Not Opened	Unknown Code
19-Feb-02	2:05:05 PM	33 Chew David	0	0010920835	Not Opened	Unknown Code
20-Feb-02	9:04:56 AM	33 Chew David	0	0010920835	Not Opened	Unknown Code
20-Feb-02	10:32:23 AM	Unknown Employee	96	0000015664	Opened	

Presents employees who tried to enter but the door did not open for some reason, and unknown people who entered through the door. You can limit the data by using the date filter. Employees filter is not enabled because this report includes all movements. In the sorting frame you can choose the sorting order.

The report displays the following fields:

- Date
- Time
- **Name** - employee's number and name.
- **Slot#** - slot number at Access Control
- **Code#** - PIN code or Proximity card.
- **Door Action** - if the door opened or not.
- **Reason** - the reason the door didn't open.

Technical Support

International Web Site:

http:///www.rosslare.com.hk/support/

Asia, Australia, & South America:

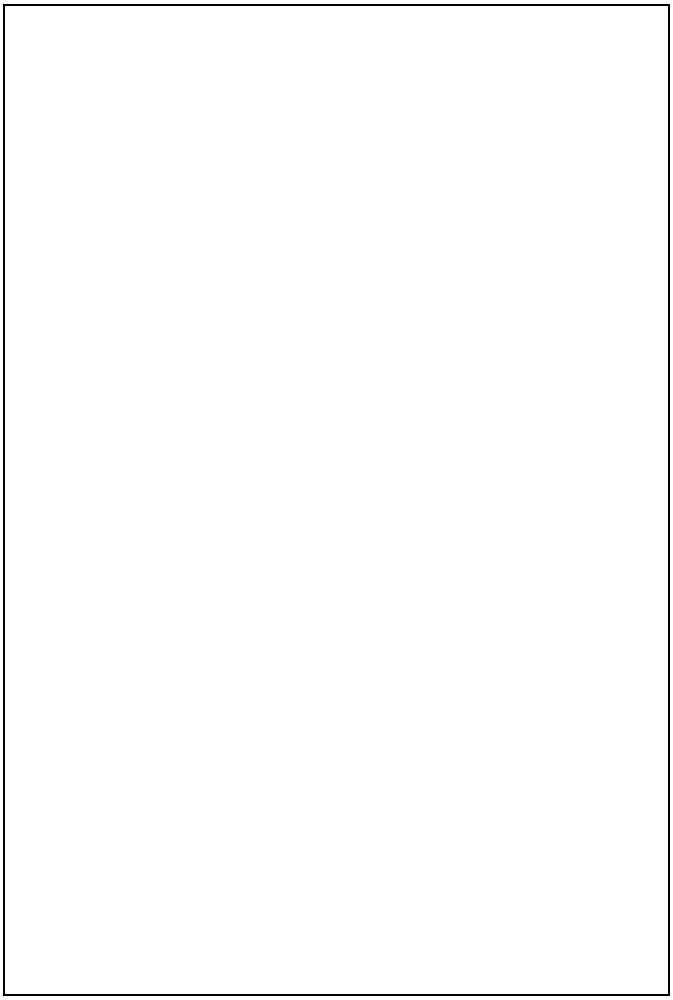
Rosslare Enterprises Ltd.
905-912 Wing Fat Industrial Bldg.,
12 Wang Tai Road, Kowloon Bay
Hong Kong
Tel: (852) 2795 5630
Fax: (852) 2795 1508
E-mail: info@rosslare.com.hk

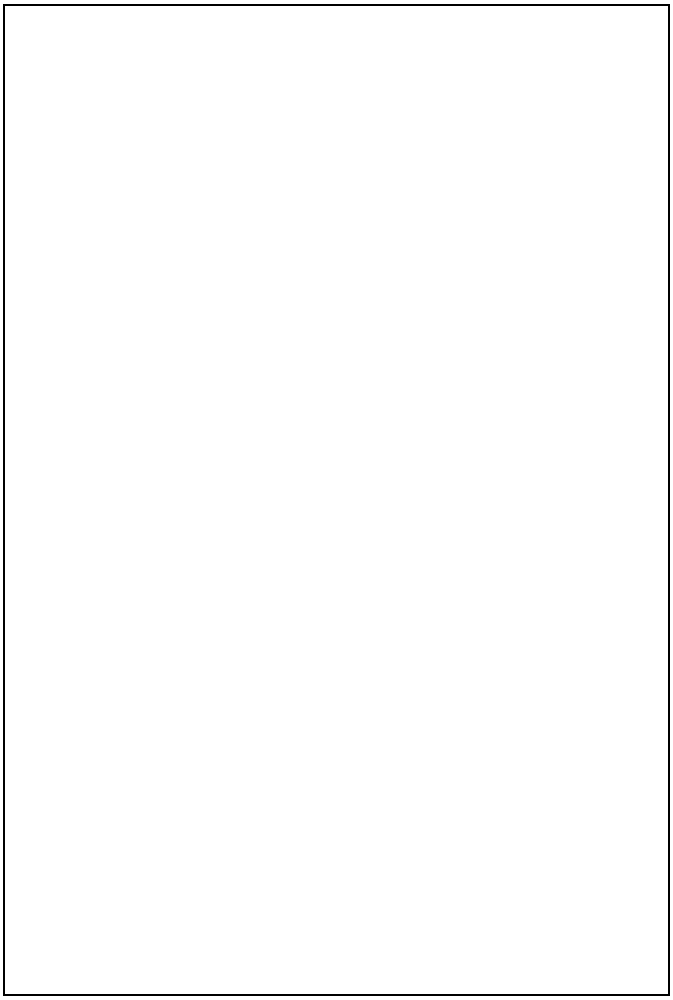
Europe, Russia, Middle East, Africa:

Rosslare Security Products S.r.l
Via F.lli Gabba 5, 20121 Milano, Italy
Tel: (39) 0382 24800
Fax: (39) 0382 24800
E-mail: marco.rogante@tin.it
rosslarect@aol.com

United States and Canada:

Rosslare NAPDC
200 East Howard Street, Suite 238,
Des Plaines, IL 60018
USA
Tel: (847) 827 6330
Fax: (847) 827 6433
E-mail: support@rosslare.net





ROSSLARE

www.rosslare.com.hk

9J-IDR-028 / 0706-0820028-00